

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

SUBJECT

City Manager



Plaza Vendor Licenses	Policy Number 1200-10-1	# Pages 04
	Effective Date 12-12-2000	Revision Date 12-19-2000

1.0 PURPOSE:

- 1.1 To formalize procedures for issuance of plaza vendor licenses.

2.0 APPLICABLE TO:

- 2.1 City employees; applicants for plaza vendor licenses

3.0 REFERENCES:

- 3.1 Section 23-5.3 SFCC 1987

4.0 DEFINITIONS:

- 4.1 “Collective” means non-profit organizations that propose to share the use of the license among no more than seven (7) artists/artisans.
- 4.2 “Selection committee” means the staff members appointed by the city manager to draft evaluation criteria to develop a point system for handling of applications and to evaluate vendor applications.
- 4.3 “Permits for permanent tables” means plaza vendor licenses granted to one applicant for a period of one year.

5.0 POLICY:

- 5.1 Plaza vendor licenses shall be issued to eligible applicants in accordance with the provisions of Section 23-5.3 SFCC 1987 and the following procedures.

6.0 PROCEDURES:

- 6.1 Applications shall be filed with the Accounts Receivable Division of the Finance Department (“the Division”).

- 6.2 Notice of the application period shall be provided by the Division during the month of September by utilizing whatever no-fee notice or announcement channels that may be provided by local print, audio or video media.
- 6.3 Applications shall be filed no earlier than October 1 and no later than October 31, but may be incomplete in some particulars. Applications must be complete not later than December 1 or the application will be returned to the applicant and will not be considered for a license.
- 6.4 Applications may be accepted from collectives. The sponsoring organization shall determine how the time available shall be allocated among the artists/artisans included in the collective. No more than two artists/artisans may display goods at one time.
 - 6.4.1 No more than two artist/artisan vendor licenses may be issued to collectives.
 - 6.4.2 Applications from collectives must name each artist/artisan who would be included in the collective, and each listed artist/artisan must meet all requirements for vendor license applicants.
- 6.5 Each artist/artisan included on a rotating license must meet all requirements for vendor license applicants.
- 6.6 Each application must include photographs of all artists'/artisans' studios or work spaces, and the artists/artisans must agree to have the studio or work space viewed by the selection committee during the evaluation process and prior to the decision to issue the license.
- 6.7 Each applicant must demonstrate the creation of the artists'/artisans' work to the selection committee during the evaluation process and prior to the decision to issue the license.
- 6.8 No person who owns a shop or other establishment for the sale of art or craft work created by that person may be issued a license. Nothing in this provision shall prohibit an artist/artisan from opening his or her studio or workspace to the public and selling his or her work in the studio or workspace.
- 6.9 The selection committee shall draft written evaluation criteria and a point system and submit it to the city manager for approval prior to evaluating any application for a license. The point system shall provide for points for the various evaluation criteria specified in SFCC 1987 Section 23-5.3(D) totaling 100%.
- 6.10 The selection committee shall evaluate each application received on the basis of the point system developed by the committee, and shall rank the applicants for individual artist/artisan vendor licenses, collective artist/artisan vendor licenses, rotating artist/artisan vendor licenses, and portrait artist vendor licenses by total points in each

category. The selection committee shall provide the applicant rankings to the city manager not later than December 31.

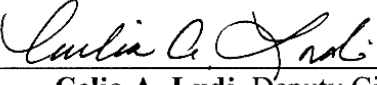
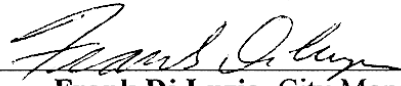
- 6.11 The city manager shall direct that licenses be issued to:
 - (a) the applicants for individual artist/artisan vendor licenses ranked one through nine;
 - (b) the applicants for collective artist/artisan vendor licenses ranked one and two; (c) the applicants for rotating artist/artisan vendor licenses ranked one and two; and
 - (d) to the applicants for portrait artist vendor licenses ranked one through three.
- 6.11.1 If fewer than three portrait artist vendor licenses or fewer than two collective licenses are issued, the City Manager may direct that additional artist/artisan licenses may be issued to the next-highest-ranked individuals, up to 14 artist/artisan licenses. No more than a total of 16 vendor licenses may be issued for any given year. If a portrait artist license is issued to an artist/artisan in the absence of an application from a portrait artist, the artist/artisan must meet all the requirements for a vendor license, and must pay the fee established for an artist/artisan license.
- 6.12 The Division shall mail written notification of issuance of licenses to successful applicants.
- 6.13 When a license is issued, the license must be picked up from the Division and the vendor license fee paid within 30 days of the date of the written notification of approval. If the license is not picked up and paid for within 30 days of the date of the written notification, it shall be issued to the applicant with the next-highest score.
- 6.14 If at any time after issuance a vendor is not going to use a license, the vendor may notify the Division and voluntarily relinquish the license.
- 6.15 No refund of any portion of the vendor license fee will be made when a license is forfeited, revoked, or voluntarily relinquished.
- 6.16 If a license is forfeited, revoked, or voluntarily relinquished it shall be issued to the applicant with the next-highest score for the remainder of the year.
- 6.17 The full vendor license fee shall be charged when any license is issued under the terms of 6.14 above.
- 6.18 Licenses shall be issued for a period of one year, from January to January.
- 6.19 Vendors may not change the type of goods offered for sale after the license is issued. If a vendor wishes to sell different goods than the goods for the sale of which the license was issued, the vendor must apply for a license for the next licensing year.
- 6.20 The Division shall inspect all displays at least monthly to confirm compliance with the ordinance and policy.

- 6.21 Any vendor found to be not in compliance with the ordinance or policy shall be notified in writing of the violation and shall have thirty (30) calendar days from the date of the notice to come into compliance. If the violation is not corrected within thirty (30) calendar days after notice of violation, the vendor's license shall be revoked.

7.0 APPENDIXES:

None

8.0 REVIEW AND APPROVALS:

8.1	PREPARED BY:	<u></u>	<u>19 Dec 00</u>
		Celia A. Ludi, Deputy City Attorney	DATE
8.2	APPROVED BY:	<u></u>	<u>12/19/2000</u>
		Frank Di Luzio, City Manager	DATE